



Corporate Action Network Tutorial

Event Management

The Corporate Action Network Events tool is available to organizers to broadcast upcoming events, invite participants, track RSVPs, and report back on outcomes after the event has been completed.

Crating an Event

- Begin creating your event under the campaign your event is associated with. Navigate from the home page to that campaign (or see “Creating a Campaign” if you haven’t yet created your campaign).
- From the Campaign Page, click on “Events” in the Take Action box in the upper-right-hand corner.
- Click on “+ Create an Event” on the right-side toolbar under “Event Actions.” Note: Don’t see this button? Email us at help@corporateactionnetwork.org to request administrator permissions.
- Fill in the various fields to describe your event
 - Title
 - Date
 - Add end time (optional)
 - Location
 - Add street address (optional)
 - Details
 - Master Tag - this should be auto-filled with the master tag of the campaign associated with it, but you can add other campaigns if you wish
 - Tags (Comma Separated) - These tags can be whatever you choose, but this is a key way the search function on the site finds events, so try to choose things people will look for
 - Cause (drop-down menu)
 - Upload a photo
- Determine whether or not to make your event public with the optional checkbox under the “Preview Event” button. Note: public events can be seen and RSVP’d to by anyone signed into the Corporate Action Network. Private events can only be seen by and RSVP’d to by people you invite through the Corporate Action Network.
- You can then select “Preview Event” in the right-side column to preview the event page you’re creating. If satisfied, navigate back and click on “Publish Event” to publish your event.



- From here, you can share your event on Facebook, Google+, Twitter and via email to invite friends.
- Stay tuned for new updates coming to the Events Management tools soon, including:
 - Reporting back on how the event went
 - Embedding your event widget into your website

Finding other Events

- Navigate to www.corporateactionnetwork.org/events
- This page will display all upcoming CAN events, with an option to view only the events that you have created or are attending.
 - There are additional filtering options on the left, allowing you to search for events according to the causes to which they pertain, by date and by tag
- To see the details of any given event, simply click on the event title or photo to be taken to the event page
- Click “Join the Event” or “Maybe” to RSVP

Questions?

Email us at help@corporateactionnetwork.org or get in touch via the Help Center at www.corporateactionnetwork.org/help